



RSVP: Simple Digital Forms

Presented by Amanda Brown and Chris Hager

Learn how to create and transform any document into an interactive, fillable Portable Document Format (PDF) file

Top 10 Reasons To Go PDF

- Savings to budget by lowering printing and mailing costs
- Readable format
- Shows students your commitment to technology
- Consistency in the way students already do business
- Moves your office closer to achieving a paperless environment
- Documents can be saved in e-mail or system for quicker processing
- Student and Parent have access to forms 24/7, gives your office a virtual appeal
- Ideal for multiple campus or branch campuses, ties them all together
- Forms in centrally located place
- Consistent with FASFA and MPN processing

How and How Much?

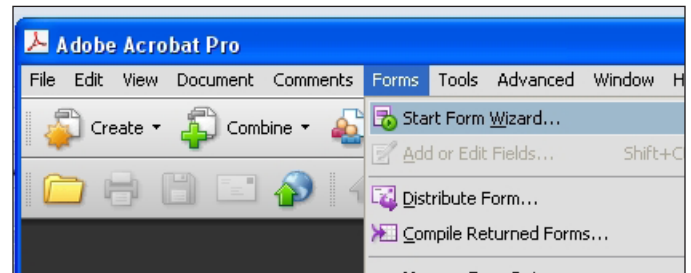
- You can order through your school, office, or IT department
- At a government discounted rate, the MDHE purchased Adobe Professional Acrobat 9 for \$85. The same software is available for purchase at amazon.com for \$385.
- Make sure that you purchase the PROFESSIONAL version. Adobe releases a free READER version that is limited in its capability.
- When installing, make sure you do a COMPLETE install.

A Side Note

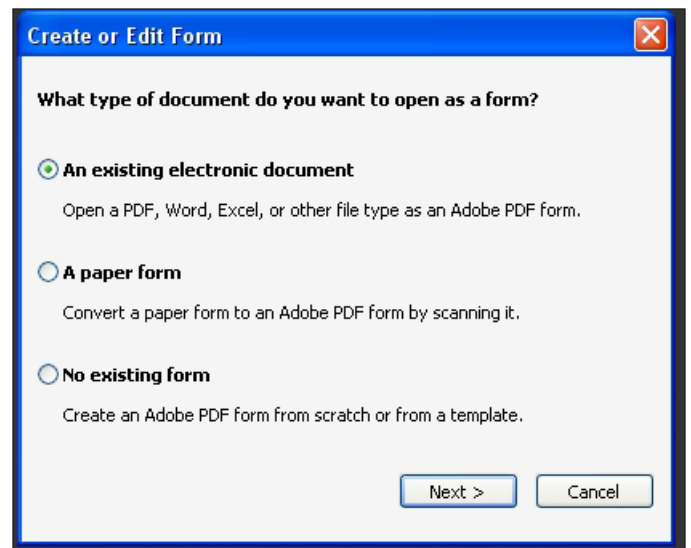
- Adobe Professional is a program that can accomplish MANY things.
- Today's demonstration only showcases one facet of the program.
- This demonstration is in Adobe Professional 9. If you use an earlier version, some steps may vary.

How to create a fillable PDF form from a WORD document

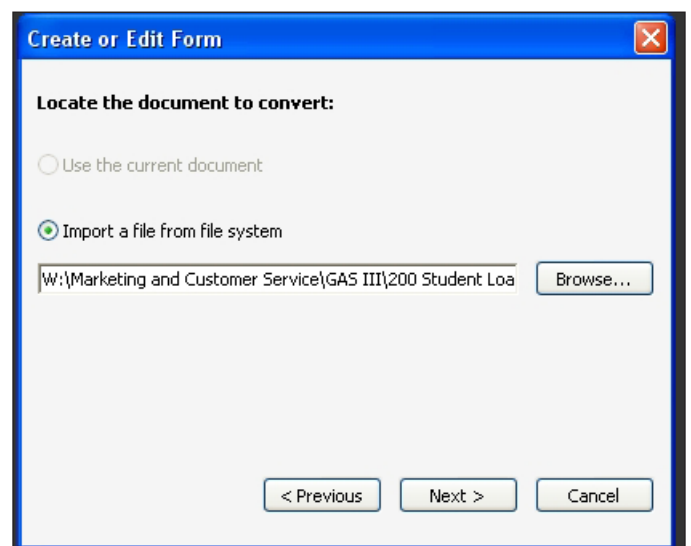
1. Create your form layout in Microsoft Word
(See Appendix A)
2. Open Adobe Acrobat Professional
3. Select “Forms” in the top menu > “Start Form Wizard...”



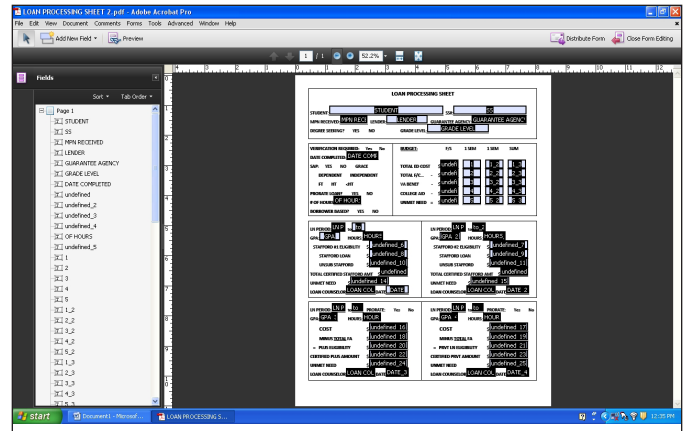
4. Select “An existing electronic document” > Click “Next”



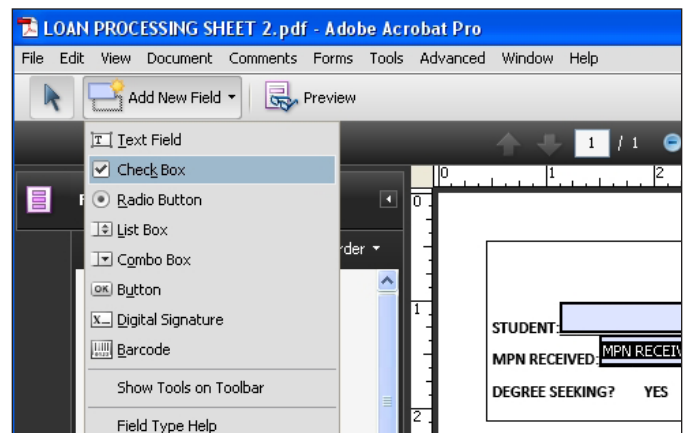
5. Select “Import a file from file system”, and browse your computer/network for the document you have laid out in Word > Click “Next”



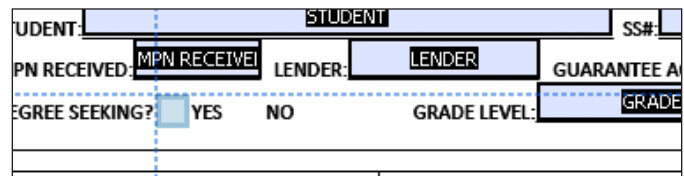
6. Acrobat will now attempt to make your form fillable with fields. The form will come up in “Form Editing Mode”



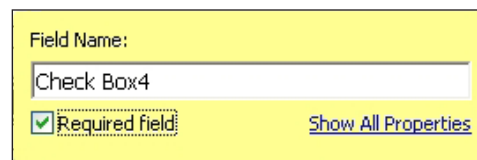
7. If you look over your form, you will see it is missing check boxes
8. In the top left-hand corner, click on “Add New Field” > “Check Box”



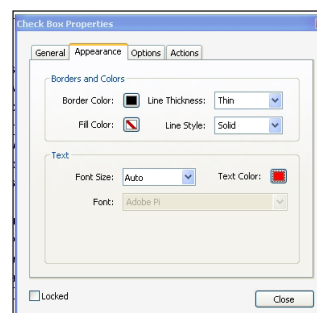
9. Click where you want the “blue box” to be drawn



10. Click “Required Field” > Click “Show All Properties”

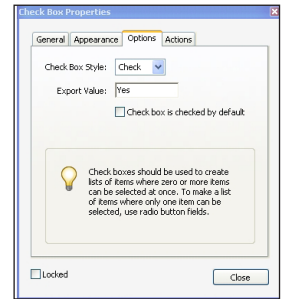
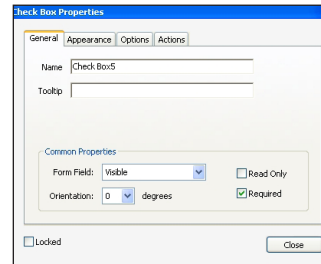


11. Under the “Appearance” tab, make sure you have a Border Color = Black, Line Thickness = Thin, Fill Color = No Color > Click “Close”



12. Hold down the shift and control keys and drag the check box to the next area. Double click on the new check box

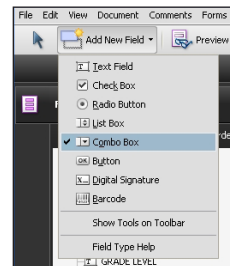
13. In the “Check Box Properties” > In the “General” tab, change the name > In the “Options” tab, change the export value to “No”> Close



14. Go through the rest of the document to add the additional check boxes

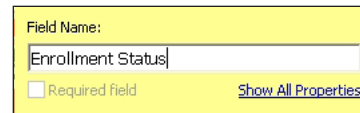
15. If you look over your form, you will see a missing drop-down box (ddb) by enrollment status. Erase the current “text box” in that area

16. Go to the upper left-hand corner > Click “Add New Field” > Click “Combo Box”

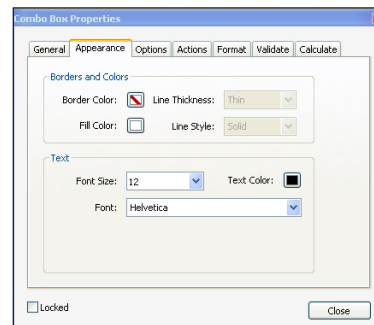


17. Click and drag the blue box to fit the area

18. Change Field Name to “Enrollment Status” > Check Required Field > Click “Show All Properties”



19. Click on the “Appearance” tab, Border Color = No Color, Fill Color = White, Font size = 10, Font = Helvetica



20. Click on the “Options” tab > In the “Item” and “Export Value” field, type “Full Time” > Click “Add”

21. Repeat with the words “Half Time” and “Less Than Half”

22. Highlight the words you want to come up in the “Item List” as your default > Click “Close”

23. Go to the “Budget” section of the form

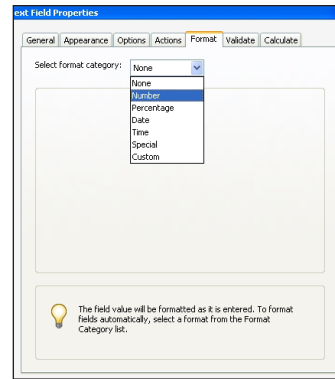
24. Double click on the first field under “F/S”. The “Text Field Properties” dialog box will appear.

25. With the dialog box open, click and drag to highlight all fields within the “Budget” section

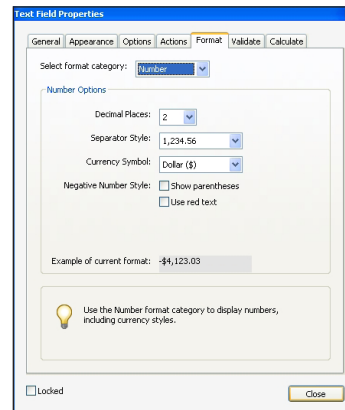
26. Click on the “Options” tab > Change the “Alignment” to “Right”, (All boxes should be unchecked > Click “Close”

27. Click on the first field in the “Budget” section

28. In the “Text Field Properties” dialog box > Click the “Format” tab > “Select format category”> “Number”



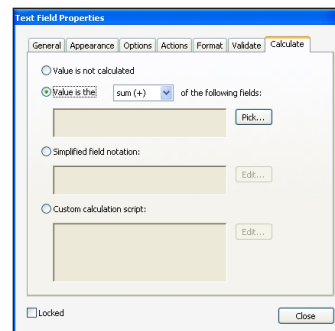
29. Decimal Places = 2, Separator Style = 1,234.56, Currency Symbol = Dollar (\$) > Click “Close”



30. Repeat this step on all fields for the “Budget” section

31. Click on the first “SUM” in the “Budget” section with the “Text Field Properties” dialog box open

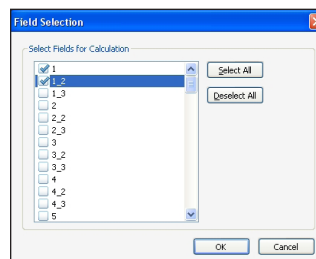
32. Click the “Calculate” tab > Click “Value is the” select “sum (+)”



33. Click the “Pick” button and select what fields you want to sum

34. Hold down the “Ctrl” key to select two or more fields > Click “OK”

** Remember: Do not include the field in which the sum will be shown, or the value will double.*



35. Repeat this step for the other “SUM” fields

36. Click on the first field of “UNMET NEED” total in the “Budget” section

37. With the “Text Field Properties” dialog box open click the tab “Calculate” > Click “Custom calculation script:”> Click “Edit”

Type or copy and paste the following script into the box:

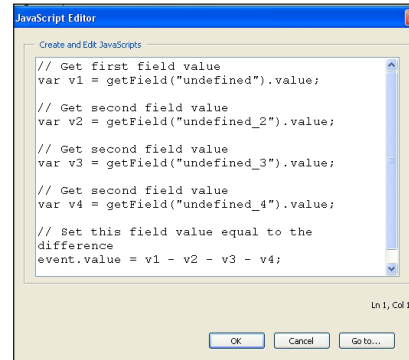
```
// Get first field value  
var v1 = getField("undefined").value;
```

```
// Get second field value  
var v2 = getField("undefined_2").value;
```

```
// Get third field value  
var v3 = getField("undefined_3").value;
```

```
// Get second field value  
var v4 = getField("undefined_4").value;
```

```
// Set this field value equal to the difference  
.value = v1 - v2 - v3 - v4;
```

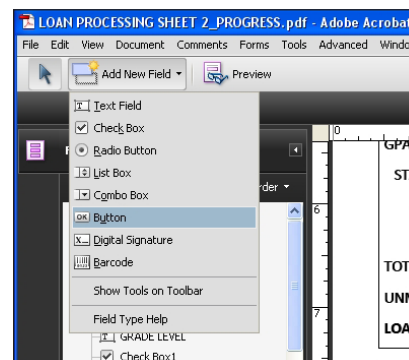


38. When creating your own form, put your own title of the fields in the (“text”), displayed in the formula above.

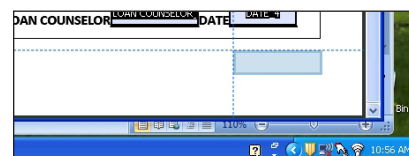
39. Repeat on the other “UNMET NEEDS” columns Don’t forget to update the script in the (“text”) or it will not calculate the correct column.

40. You now have the ability to complete the bottom-half of the sheet by repeating the steps above.

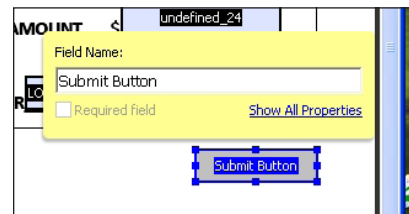
41. Go to the upper left-hand corner and select “Add New Field” > Click “Button”



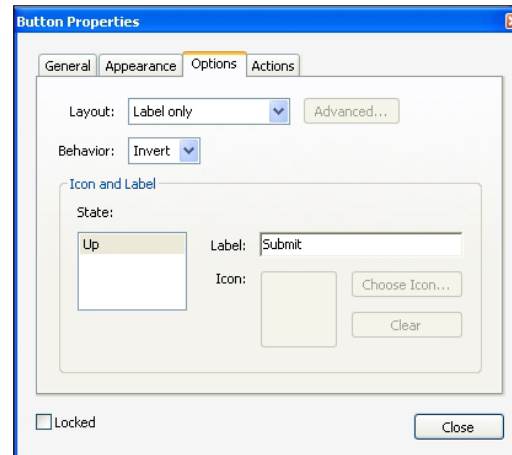
42. Click and drag the blue box in the bottom right-hand corner of the form



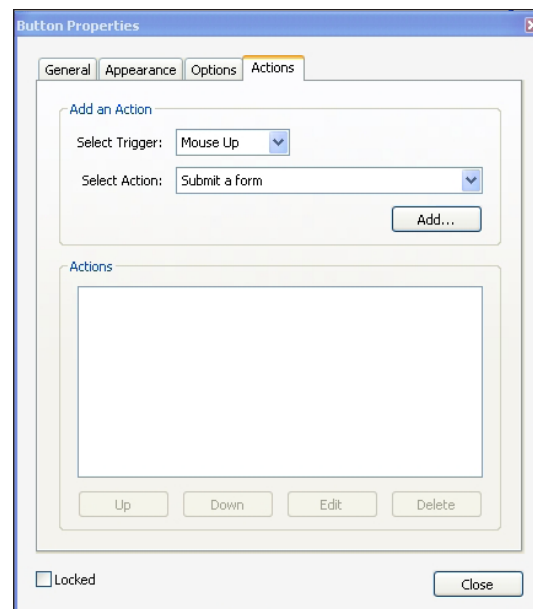
43. In the field name, type “Submit Button” > Click “Show All Properties”



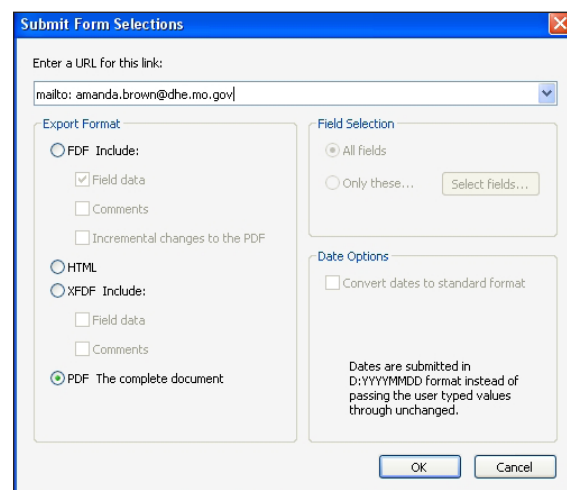
44. Select the “Options” Tab > Type “Submit” in the “Label:” field



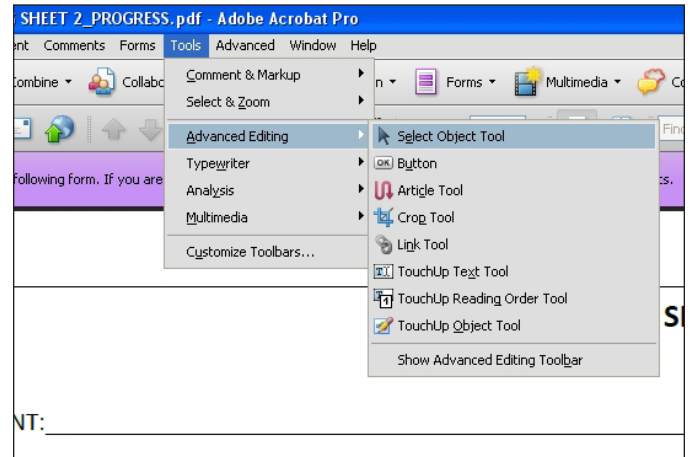
45. Select the “Actions” tab > “Select Action” should read “Submit a form”> Click “Add”



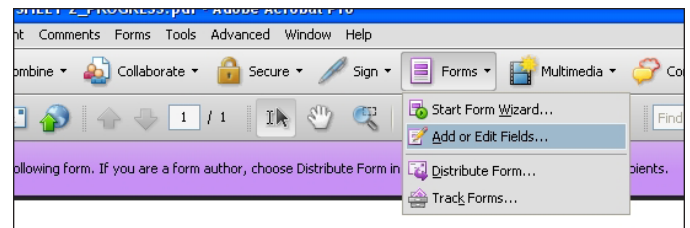
46. “Enter a URL for this link:” Type “mailto:” and then the e-mail you want it sent to. In this case, “amanda.brown@dhe.mo.gov” > Click “OK” > Click “Close”



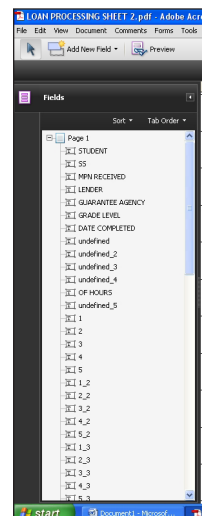
47. In the top right hand corner > Click “Close Form Editing”
48. Try filling out your form and see how the field text lays out. If you need to realign, use the “Select Object” arrow
49. This can be found by Clicking “Tools”> “Advanced Editing” > “Select Object”



50. Select the field you want to move, and use your mouse or arrow keys to adjust
51. Repeat for all needed fields
52. Go back to the “Form Editing” view by clicking “Forms”> “Add or Edit Fields”

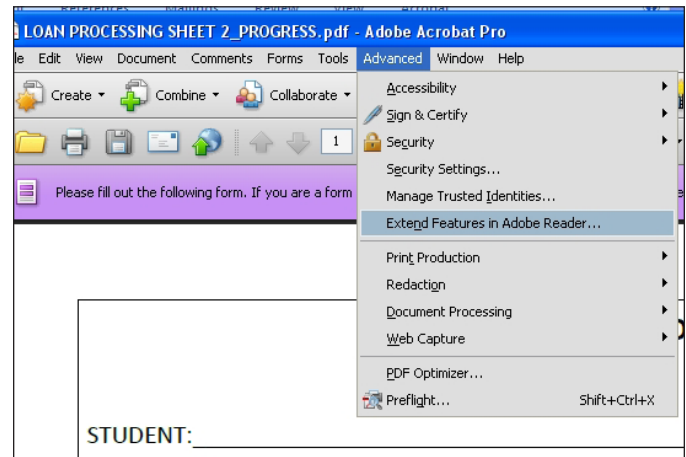


53. To the left, you will see a menu with all the fields. Arrange the fields (by clicking and dragging within the menu) to determine tab order.



54. Click “Close Form Editing”
55. Save the document

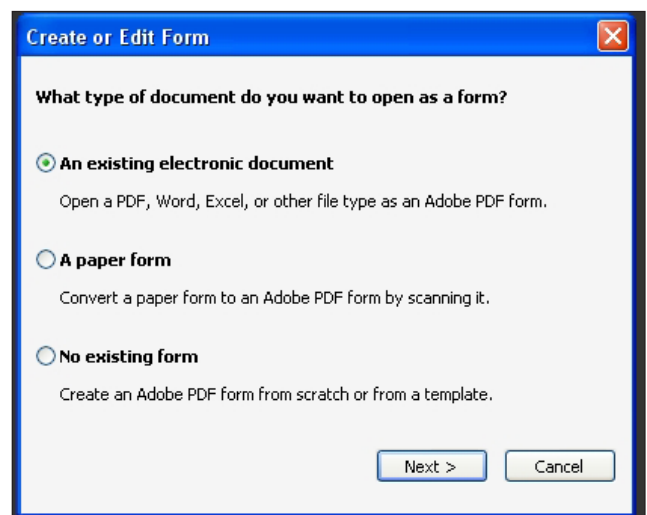
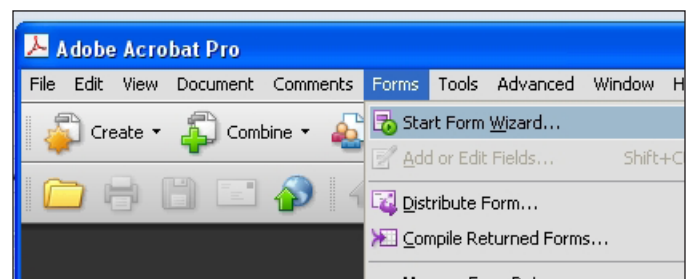
56. If you are going to give this form to someone who only has Adobe Reader, you will need to complete one additional step
57. Click “Advanced” > “Extend Features in Adobe Reader”



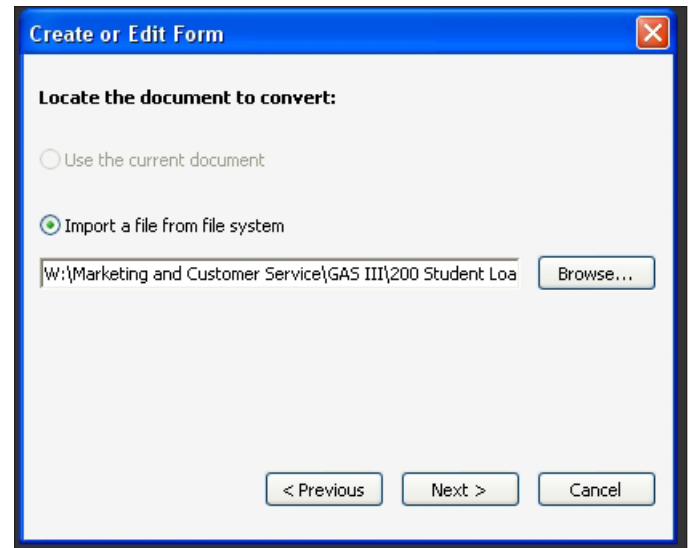
58. Click “Save Now”> Rename the document

How to bring a scanned form into Adobe Acrobat

1. Scan the document and save to your computer/network (See Attachment B)
2. Open Adobe Acrobat Professional
3. Select Forms in the top menu > “Start Form Wizard...”
4. Select “An existing electronic document” > Next



5. Select “Import a file from file system”, and browse your computer/network previously scanned in step 1.



6. Acrobat will now attempt to make your form fillable with fields. The form will come up in “Form Editing Mode”.
7. Repeat the steps above to edit and add fields to the form.